

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING /

Name of Traveler: Jordan Hynes

Employing Office/Committee: HELP

Private Sponsor(s) (List all): Aspen Institute

Travel Date(s): February 21-23, 2017

Description/Title of Attached Forms: RE-1 Form (final version)

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission is incomplete. Missing final version of the RE-1 Form.

x 8/3/17  
 (Date)

x [Signature]  
 (Signature of Traveler)

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# EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

U.S. SENATE  
COMMITTEE ON ETHICS

2017 JAN 20 AM 3:05

Amended Form

Name of Traveler: Jordan Hynes

Employing Office/Committee: Senate Committee on Health, Education, Labor, and Pensions

Private Sponsor(s) (list all): Aspen Institute (Education & Society Program)

Travel date(s): February 21-23, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Middleburg, VA Warrenton, VA (edit)

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am a Professional Staff Member for the HELP Committee with a focus on K-12 education policy. This trip will further inform my understanding of how states are implementing the new education law that we passed last year. Discussions with policy experts and stakeholders on strategies and techniques adopted by states to improve their education systems will help contextualize the progress, and help me to identify ongoing shortcomings to be addressed in implementation.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

1/19/17  
(Date)

[Signature]  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Lamar Alexander hereby authorize Jordan Hynes  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

1-19-2017  
(Date)

Lamar Alexander  
(Signature of Supervising Senator/Officer)

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